

**CITY OF LOWELL**  
**Parks & Recreation Department**  
**Mack Building**  
**25 Shattuck Street**  
**Lowell, MA 01852**  
**(978) 970-4171**

**FACILITY REQUEST**

Please print and fill out completely.

**FIELD REQUESTED:** \_\_\_\_\_ **SPORT/EVENT:** \_\_\_\_\_

GAMES \_\_\_\_\_ PRACTICE \_\_\_\_\_ OUTING \_\_\_\_\_ OTHER \_\_\_\_\_

**DATES & TIMES NEEDED:**

(Please be specific and only request dates and times you will definitely use. Schedules must be attached and submitted with this form.)

NOTE: The fee for adult use will consist of \$10.00 per two hour time block. Fees subject to change. The Parks & Recreation Department accepts payments in the form of cash or money order. No personal checks accepted.

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT INFORMATION**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Due to the demand for field/court space, failure to use the time you have requested may result in a suspension of your permit for the remainder of the season. You are required to notify the Parks & Recreation Department within 48 hours of canceling your event so that we can make adjustments. Anyone failing to comply will forfeit their fee.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Office use only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_